



STATE OF TENNESSEE
DEPARTMENT OF COMMERCE AND INSURANCE
PRIVATE INVESTIGATION AND POLYGRAPH COMMISSION
500 JAMES ROBERTSON PARKWAY, 2ND FLOOR
NASHVILLE, TENNESSEE 37243-1167
615.741.4827 FAX: 615.532.2965
www.state.tn.us/commerce/boards

ATTENTION ALL APPLICANTS

Private Investigator License and/or Private Investigation *Company* License

FINGERPRINT *SUBMISSION AND PROCESSING* INFORMATION

Option (1): We will continue processing your fingerprints through the Tennessee Private Investigation and Polygraph Commission by forwarding the fingerprint cards you send with your application to the TBI & FBI. *Current reporting time is 4-6 weeks, prints rejected due to poor quality could extend processing time.*

If you choose this method of fingerprint processing you must:

- Forward (3) sets of classifiable fingerprint cards with your application(s).
Prints must be rolled nail to nail by a qualified technician on cards included with the application. All blocks must be completed and the cards must be signed by the applicant. Answer N/A if the question does not apply.

Option (2): **Cogent Systems (Electronically scanned fingerprint submissions to TBI & FBI.)**
Cogent will charge **\$48 .00** to scan and transmit your fingerprints to the TBI and FBI. Applicants can schedule an appointment with this electronic fingerprint scanning company. They (Cogent Systems) will transmit the applicant's fingerprints to the TBI & FBI for processing. *Approximate processing and reporting time = 5-10 days.*

Call Center Scheduling: Available Monday-Friday, 8:30 A.M – 4:30 P.M. (Central)

- Call **1-877-862-2425**.
- Operators will collect required information and schedule your appointment.
- Be sure to have the correct ORI# when calling: **TN920130Z** and the transaction type required to schedule private investigator applicant processing is **PI**.

Online Scheduling:

- **www.tennessee.cogentid.com**
- You will enter your applicant information as prompted online.
- Be sure to have the correct: ORI# **TN920130Z** and the transaction type required to schedule private investigator applicant processing is **PI**.

DO SEND a copy of the receipt of payment for electronic fingerprint submission with your application(s).

DO NOT SEND the fingerprint cards with your application(s) to the Tennessee Private Investigation and Polygraph Commission.